

STATEMENT OF REQUIREMENT FOR THE PROVISION OF FINANCE BUSINESS PARTNER TRAINING

The Finance Profession is undergoing transformation, under Finance Functional Leadership, to become a Finance Function in line with cross-government finance operating model principles as identified by the Government Finance Function which includes the introduction of Finance Business Partnering (FBP). It is important to ensure our workforce is equipped with the correct skills to support such a transformation. Key to this is the delivery of professional qualifications that provide a consistent approach to learning, align to government departments and demonstrate to all stakeholders that we value upskilling and recognise the benefits of having a workforce with formal professional finance qualifications. On this basis the MOD Finance function secure training for a portion of staff to achieve a Level 7 accredited Finance Business Partner qualification. A suitable off the shelf product has been identified and the following deliverables are required. There may be a requirement to deliver limited training of specific course modules to support transformation in addition to upskilling.

Required activities and deliverables are outlined below:

Activity	Deliverables	Acceptance Criteria
MOD Finance staff achieve formal L7 accredited qualifications in Finance Business Partnering.	<ul style="list-style-type: none"> - A blended training approach optimising online learning with no more than 3 classroom days. - Up to two courses per financial year (Apr – Mar) for three years with the ability to surge if required. - Exams and assessments to achieve L7 Accredited Finance Business Partnering Certificate. - Course evaluations to be undertaken after each module, with reports sent to the Authority including, where necessary, plans for remedial action. - The course will be aligned to the Government Finance Profession developed course but reviewed and continuously reviewed for MOD applicability. 	<ul style="list-style-type: none"> - Published programme of courses, including assignments at start of training intervention. - Flexibility to increase or reduce courses over the contract period with no financial penalty - Exams dates agreed at start of programme. - Reports received X days after end of module. - Initial discussion at start of each course to review syllabus changes and MOD applicability.

	<ul style="list-style-type: none"> - Course updates to be discussed with Authority before changes are made. - Training materials to be provided by the contractor (including software licences). Training materials to include support to revision. Recommended further reading is not expected to be provided by the contractor. 	<ul style="list-style-type: none"> - Course updates agreed before implementation unless corrections to errors. - Timely access to training materials including licenced software.
L7 FBP qualification to include identified training content – training course objectives.	<ul style="list-style-type: none"> - Fundamentals of business partnering - Technical and professional skills - Behavioural skills – emotional intelligence - Influencing skills - Communication and presentation of figures - Impact and pressures - Transformation change - Developing commercial acumen 	<ul style="list-style-type: none"> - Training objectives to be provided by the contractor prior to contract award. Must align to the requirement.
Best practice elements of L7 Finance Business Partner Certificate to be delivered to Finance Staff. Ad hoc delivery of modules to support MOD Finance Transformation if required.	<ul style="list-style-type: none"> - Ad hoc delivery of elements of L7 course if required. - Consistent with L7 qualification modules - Training material to be in the form of handouts/slides. - Assessment upon completion of module to ensure transfer of learning to participants. 	<ul style="list-style-type: none"> - Flexibility to provide an undetermined number of ad-hoc modules over the contract period - Initial discussion to ensure alignment with required learning. - Timely access to training materials. - Assessment activity to be agreed prior to commencement of programme.

	<ul style="list-style-type: none"> - Course evaluations to be undertaken following the modular training with reports sent to the Authority including, where necessary, plans for remedial action. - 	<ul style="list-style-type: none"> - Reports to be received in accordance with an agreed programme.
Ad hoc training learning objectives to be in line with FBP qualification and may cover the following.	<ul style="list-style-type: none"> - Fundamentals of business partnering - Technical and professional skills - Behavioural skills – emotional intelligence - Influencing skills - Communication and presentation of figures - Impact and pressures - Transformation change - Developing commercial acumen 	

